



Dear ITA Exhibitor:

The Iowa Trust Association invites you to participate in the 2019 ITA Annual Convention, October 3 at the West Des Moines Marriott. The Iowa Trust Association conference is a great opportunity to talk to trust professionals from across the state. Pricing for the booth will be \$600. For this fee, you will be provided a table and recognition in the program, break time with attendees, a link to your company on the ITA website, and advance attendee lists.

The ITA has a proud tradition of serving Iowa trust professional for over 50 years. The annual two-day event draws over 75 trust professionals from across the state. We are anticipating an excellent conference and are looking forward to exhibitors adding value to the event.

We have reserved space to accommodate 30 exhibitors at the conference. The exhibits will be open from 8:30 a.m. – 4:45 p.m., on Thursday, October 3. Exhibitors will be welcome at all conference sessions and events.

Please use the enclosed form to secure your place at the ITA Annual Convention. If you have any questions, please call me at 800-987-7365 or (515) 286-4352.

Sincerely,

A handwritten signature in cursive script that reads "Darcy Burnett".

Darcy Burnett
Senior Education Coordinator

Enclosure

**IOWA TRUST ASSOCIATION
ANNUAL CONVENTION
EXHIBITORS CONTRACT**

October 3, 2019
West Des Moines Marriott Hotel
West Des Moines, Iowa

Please type or print

Company Name _____
Street Address _____ City, State, Zip _____
Contact Person _____ Title _____
Phone () _____ E-Mail _____

In 30 words or less, please write a brief description of your company.

Exhibit Table Price: \$600 for each 8' x 10' booth space. **Number of Booths Needed:** _____.

Please list any names of competitors you do not wish to be near or unusual size or shape of your display.

We hereby make application for exhibit space at the 2019 ITA Annual Convention. We agree to abide by the terms and conditions as set forth by the Iowa Trust Association.

Signature _____ Title _____ Date _____

Mail this form and your check (made payable to ITA) to:
ITA, PO Box 6200, Johnston, IA 50131-6200, Attn: Darcy Burnett

BADGE INFORMATION Two badges are provided per booth. Additional name badges, registration and lunch attendees are required to pay the \$150.00 registration fee.

Name _____ Nickname _____ Location _____ Free with Booth
Name _____ Nickname _____ Location _____ Free with Booth
Name _____ Nickname _____ Location _____ \$150 registration

For Office Use Only

Date Rec'd _____
Date ack'd _____
Booth(s) _____

Iowa Trust Association
PO Box 6200 - 8800 NW 62nd Ave
Johnston, IA 50131-6200
Phone: 515-286-4352 or 800-987-7365
Fax: 515-280-4140

EXHIBITOR AGREEMENT

Agreement to Conditions - Each exhibitor, for himself and his employees, agrees to abide by these conditions, it being understood and agreed that the sole control of the exhibit area rests with Iowa Trust Association.

Assignment of Space - Classification of exhibits and assignment of space will be determined by the character of the proposed exhibits and individual requirements and preferences as to location for each exhibitor. Larger blocks of space will have priority over lesser blocks. Once space has been approved by Iowa Trust Association, no exhibit will be moved without agreement by the exhibitor.

Payment - The full fee (\$100 of which is nonrefundable) **must** accompany each request for exhibit space.

Cancellation - Should the exhibitor be unable to occupy and use the exhibit space contracted for and should he notify Iowa Trust Association 30 days prior to the opening of the convention, all sums paid by the exhibitor, less the deposit of \$100 per booth, will be refunded. No refund will be made if notice of cancellation is received less than 30 days prior to the opening of the convention.

Liability - Iowa Trust Association undertakes no duty to exercise care, nor assumes any responsibility, for the protection and safety of the exhibitor, his officials, agents or employees, or the protection of the property of the exhibitor or his representatives, or of property used in connection with the exhibit, from theft or damage or destruction by fire, accident or other cause. Small and easily portable articles shall be properly secured or removed after exhibition hours and placed in safekeeping by the exhibitor. Any protection exercised, in fact, by Iowa Trust Association shall be deemed purely gratuitous on its part and shall in no way be construed to involve it in liability by the exhibitor.

The exhibitor agrees to indemnify and hold Iowa Trust Association harmless from all such claims and from all claims or liability of any nature whatsoever arising from the activities of the exhibitor or any of his representatives or from the property of the exhibitor.

Iowa Trust Association shall not be liable for the fulfillment of this agreement as to delivery of space, if non-delivery is due to any one of the following causes: destruction of or damage to the building or the exhibit area by fire or act of God; acts of a public enemy; strikes; the authority of the law; or any cause beyond its control. The Association will, however, in the event it is not able to hold an exhibit for any of the above-named causes, reimburse exhibitors pro-rata on any rental fee paid, less any and all legitimate expenses incurred by Iowa Trust Association for advertising, administration, etc.

Insurance - In all cases, exhibitors wishing to insure their goods must do so at their own expense.

Protection of Exhibit Facility - Nothing shall be posted on, or tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the convention hall exhibit area without permission from the proper building authority. Packing, unpacking and assembly of exhibits shall be done only in designated areas and in conformity with directions of the Exhibits Manager, or convention hall manager or their assistants.

Booths - Standard booth equipment (back and side-wall draping and identification sign) will be provided by Iowa Trust Association without cost to the exhibitor if ordered in advance. If an exhibitor plans to install a completely constructed display of such a character that the exhibitor will not require or desire the use of standard booth equipment, no part thereof shall so project as to obstruct the view of adjacent booths. No display may exceed a height of 8 feet on the back wall nor be higher than side-wall specifications, except with the specific permission of the Exhibits Manager.

Installation and Dismantling - The specific requirements as to time for installation and dismantling of exhibits shall be supplied to each exhibitor for the particular convention for which a license has been granted. Such requirements shall be binding upon the licensee as though fully set forth herein. All displays must be in place and set up by the time of the official opening of the show. Space not occupied or set up by that time may be reassigned for other purposes by the Association. Exhibitors will be expected to be set up and tear down according to the IMA's schedule of events. Exhibitors who do not conform to IMA schedules, especially tear-down times, will not be invited to participate in future ITA conventions.

Default Occupancy - Any exhibitor failing to occupy space contracted for is not relieved of the obligation of paying for such space at the full rental price, and Iowa Trust Association shall have the right to use such space as it sees fit to eliminate black space in the exhibit hall, provided such booth space is not occupied by one hour before the official show opening.

Personnel - All licensees participating in the exhibit area of Iowa Trust Association conventions are expected to use special care wherever they deem it necessary to hire temporary help to assist in their exhibit or hospitality activities, so that personnel so selected by them will be of a caliber in keeping with the high standards of the exhibition and the meeting.

Use of Space - Exhibits shall be shown only in the official exhibit area as established by the Exhibits Office of Iowa Trust Association. Neither the exhibitors nor non-exhibitors shall be permitted to display articles, equipment, or information concerning services, or movies of such articles, equipment or services in private suites or rooms during the convention, in accordance with prior agreements between Iowa Trust Association and the officials of hotels and the convention bureau in the locale of the convention.

No exhibitor shall permit any other corporation or firm or its representatives to use the space allotted to him, nor shall he display articles not manufactured or sold normally by him. Co-participation by any other corporation or firm or its representatives in space assigned to the original applicant must be by written permission of the Exhibits Office, only, and shall be subject to an additional charge of \$150 per day per additional participant for the run of the convention.

Conflicting Meetings & Social Activities - In the interest of the success of the entire convention and exposition, the exhibitor agrees not to extend invitations, call meetings, or otherwise encourage absence of members or exhibitors from the convention or exhibit hall during the official hours of the convention or exposition.

This agreement may be rescinded at any time without cause at the discretion of the Iowa Trust Association upon repayment of any fees advanced, less any expenses which may have been incurred by the Association.

We're looking forward to seeing you there!

Make Your Point!

And Stand Out From the Rest Of the Crowd.

**Be more than just an exhibitor at the
IOWA TRUST ASSOCIATION Fall Conference
October 3, 2019**



Sponsorship opportunities give your company even greater visibility and name recognition ... and differentiate you from the competition. As a benefit of sponsorship, you'll receive:

- ▲ Special recognition in the final program
- ▲ Additional signage at the related event
- ▲ Verbal recognition during the sessions immediately preceding the event
- ▲ Link on ITA front page as sponsor and conference page

To participate as a sponsor, complete this form and return it with your check to the Iowa Trust Association. ***Act quickly ... these opportunities won't last long!*** To find out more, call Darcy Burnett (515) 286-4352.

Company Name: _____

Contact Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

E-Mail: _____

<input type="checkbox"/> Continental Breakfast (Thursday A.M.)	\$600
<input type="checkbox"/> Luncheon (Thursday, Oct. 3)	\$900
<input type="checkbox"/> Exhibit Hall Refreshment Break (Thursday A.M.)	\$500
<input type="checkbox"/> Exhibit Hall Refreshment Break (Thursday P.M.)	\$500
<input type="checkbox"/> Exhibit Hall Refreshment Break (Thursday P.M.)	\$500
<input type="checkbox"/> Reception (Thursday PM)	\$800
<input type="checkbox"/> Convention Door Prizes	\$400
<input type="checkbox"/> Convention Grand Prize	\$500
<input type="checkbox"/> Breakfast (Friday, Oct. 4)	\$750
<input type="checkbox"/> Speaker Sponsorships (two available)	\$750
<input type="checkbox"/> Conference lanyards	\$600
<input type="checkbox"/> Hotel keycards	\$1500
<input type="checkbox"/> Cookies (logo included)	\$700
<input type="checkbox"/> Registration Gift (logo included)	\$1000

Other sponsorships available. Call or email for options.

**Make checks payable to:
Iowa Trust Association - PO Box 6200, Johnston, IA 50131-6200
Attn: Darcy Burnett or Fax: (515) 280-4140 – dburnett@iowabankers.com**